



### 6.3.5 Institution has performance appraisal system for teaching and non teaching staff.

#### INDEX SHEET

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1.	Certificate of the Head of Institution	02-03
2.	Performance appraisal system	04-22



*Handwritten signature and date:*  
5/12/24

Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



**AL-AZHAR**  
**DENTAL COLLEGE**

Perumpillichira P. O., Thodupuzha  
Idukki Dist., Kerala- 685 605  
☎ +91 94977 20069 | +91 94463 91111

**CERTIFICATE OF THE HEAD OF THE INSTITUTION**



# AL-AZHAR DENTAL COLLEGE

Perumpilichira P. O., Thodupuzha  
Idukki Dist., Kerala- 685 605  
☎ +91 94977 20069 | +91 94463 91111

PROF. Dr . VINOD KUMAR R B, MDS  
PRINCIPAL

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that all the documents attached herein are true to the best of my knowledge.



*V. K. R. B.*  
*4/12/24*

Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



## AL-AZHAR DENTAL COLLEGE

### PERFORMANCE APPRAISAL PART - I

ID NO:  REPORT FOR THE ACADEMIC YEAR:

NAME:  DESIGNATION:

PRESENT GRADE:  DATE OF BIRTH:

DATE OF JOINING PRESENT GRADE:  DATE OF JOINING AADC:

PLACE OF POSTING (DEPARTMENT):

DATE OF PRESENT POSTING:  SEX:

LENGTH OF SERVICE IN THE INSTITUTION:

EDUCATIONAL QUALIFICATIONS:- BDS, MDS - PROSTHODONTICS

### POINTS TO BE KEPT IN MIND WHILE APPRAISING

1. Preparation of reliable reports on the employee is an exceedingly important duty. In fairness to the employee reported upon, as well as in the interest of the smooth and efficient work of AADC, reports should be critically and carefully made.
2. Do not feel obliged to mark under every heading. Some of the headings may be inapplicable. Do not attempt to guess any quality, which you have not been able to judge at first hand and in such cases, make no markings at all.
3. Do not be afraid to give low markings if they are deserved. No one can hope to be equally good in every way and some low markings may be justified, even for the most brilliant.
4. All qualities should be judged with fairness.
5. Your judgement should be based on the full period.
6. Please consider one fact at a time.
7. Never let **isolated instances** influence your rating. Try to assess the person against each fact quite objectively.
8. Where the overall rating is poor or outstanding, justification may be given under General Appraisal (Part III)



*Handwritten signature*  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



# AL-AZHAR DENTAL COLLEGE

Perumpillichira P. O., Thodupuzha  
Idukki Dist., Kerala- 685 605  
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**B: - PRINCIPAL: -**

POOR	SATISFACTORY	GOOD	VERY GOOD	OUT STANDING
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS IF ANY: - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME	DESIGNATION	SIGNATURE
<input type="text"/>	<input type="text"/>	<input type="text" value="Ved"/>




*Ved*  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



# AL-AZHAR DENTAL COLLEGE

Perumpillichira P. O., Thodupuzha  
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 AL-AZHAR DENTAL COLLEGE  
PRINCIPAL

### PART - III

#### GENERAL APPRAISAL:-

Recommendations/Adverse Remarks, if any, for his/her improvement/development; Training needs for the employee, if felt necessary, may also be mentioned.


### PART - IV

#### OVERALL RATING: -

#### A: - HEAD OF DEPARTMENT: -

POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS IF ANY:-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME	DESIGNATION	SIGNATURE
Dr. CANAKHI PRIMA	PROFESSOR	



*11-ef*  
*31/12/24*  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



SELF - APPRAISAL  
PART - II

SL. NO.	FACTORS	POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING
1	WORK OUTPUT			✓		
2	QUALITY OF WORK			✓		
3	REGULARITY			✓		
4	PUNCTUALITY			✓		
5	DISCIPLINE AND OBEDIENCE			✓		
6	BEHAVIOUR			✓		
7	CO-OPERATION			✓		
8	ATTITUDE TOWARDS WORK			✓		
9	WORK HABITS			✓		
10	HEALTH			✓		
11	INTELLIGENCE			✓		
12	RELIABILITY			✓		
13	INITIATIVE			✓		
14	TEAM WORK/ SUBORDINATE DEVELOPMENT			✓		
15	CAPACITY FOR HOLDING A HIGHER POST/ RESPONSIBILITY		✓	✓		
16	PERSONAL INTEGRITY			✓		



*11/11*  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



## AL-AZHAR DENTAL COLLEGE

### PERFORMANCE APPRAISAL PART - I

ID NO: 2383 REPORT FOR THE ACADEMIC YEAR: 2024

NAME: Dr Jennie Sebastian DESIGNATION: Sr Lecturer

PRESENT GRADE: Sr Lecturer DATE OF BIRTH: 16-2-1979

DATE OF JOINING PRESENT GRADE: 18-6-2024 DATE OF JOINING AADC: 18-6-2024

PLACE OF POSTING (DEPARTMENT): Dept of Oral Pathology and Microbiology

DATE OF PRESENT POSTING: 18-6-2024 SEX: Female

LENGTH OF SERVICE IN THE INSTITUTION: 4 months 15 days

#### EDUCATIONAL QUALIFICATIONS:-

MDS in Oral & Maxillofacial Pathology and Microbiology

#### POINTS TO BE KEPT IN MIND WHILE APPRAISING

1. Preparation of reliable reports on the employee is an exceedingly important duty. In fairness to the employee reported upon, as well as in the interest of the smooth and efficient work of AADC, reports should be critically and carefully made.
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5. Your judgement should be based on the full period.
6. Please consider one fact at a time.
7. Never let **isolated instances** influence your rating. Try to assess the person against each fact quite objectively.
8. Where the overall rating is poor or outstanding, justification may be given under General Appraisal (Part III)



*Handwritten signature and date: 31/12/24*

Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605





# AL-AZHAR DENTAL COLLEGE

Perumpillichira P. O., Thodupuzha  
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**B: - PRINCIPAL: -**

POOR	SATISFACTORY	GOOD	VERY GOOD	OUT STANDING
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS IF ANY: - \_\_\_\_\_  
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\_\_\_\_\_

NAME	DESIGNATION	SIGNATURE
<input type="text"/>	<input type="text"/>	<input type="text" value="Handwritten Signature"/>




1601  
3/12/24

Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



# AL-AZHAR DENTAL COLLEGE

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 AL-AZHAR DENTAL COLLEGE  
PRINCIPAL

### PART - III

#### GENERAL APPRAISAL:-

Recommendations/Adverse Remarks, if any, for his/her improvement/development; Training needs for the employee, if felt necessary, may also be mentioned.


### PART - IV

#### OVERALL RATING: -

#### A: - HEAD OF DEPARTMENT: -

POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS IF ANY:-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME	DESIGNATION	SIGNATURE
DANJANA MOHAN KUMAR	LEADER / HOD in charge	



*1161*  
*3/12/24*  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605

SELF - APPRAISAL  
PART - II

SL. NO.	FACTORS	POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING
1	WORK OUTPUT		✓			
2	QUALITY OF WORK			✓		
3	REGULARITY			✓		
4	PUNCTUALITY			✓		
5	DISCIPLINE AND OBEDIENCE			✓		
6	BEHAVIOUR			✓		
7	CO-OPERATION			✓		
8	ATTITUDE TOWARDS WORK			✓		
9	WORK HABITS			✓		
10	HEALTH		✓			
11	INTELLIGENCE			✓		
12	RELIABILITY			✓		
13	INITIATIVE		✓			
14	TEAM WORK/ SUBORDINATE DEVELOPMENT			✓		
15	CAPACITY FOR HOLDING A HIGHER POST/ RESPONSIBILITY		✓			
16	PERSONAL INTEGRITY			✓		



*11/6/24*  
*8/12/24*  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



## AL-AZHAR DENTAL COLLEGE

### PERFORMANCE APPRAISAL PART - I

ID NO: 2146 REPORT FOR THE ACADEMIC YEAR: 2023-2024  
NAME: Dr. ANJANA MOHAN KUMAR DESIGNATION: READER/MOD in charge  
PRESENT GRADE: READER DATE OF BIRTH: 15-06-1975  
DATE OF JOINING PRESENT GRADE: 11-7-2020 DATE OF JOINING AADC: 11-7-2016  
PLACE OF POSTING (DEPARTMENT): OPAL MEDICINE AND RADIOLOGY  
DATE OF PRESENT POSTING: 11-7-2020 SEX: FEMALE  
LENGTH OF SERVICE IN THE INSTITUTION: 8 YEARS, 3 MONTHS

EDUCATIONAL QUALIFICATIONS:- BDS, MDS - Oral medicine and radiology

### POINTS TO BE KEPT IN MIND WHILE APPRAISING

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7. Never let **isolated instances** influence your rating. Try to assess the person against each factor quite objectively.
8. Where the overall rating is poor or outstanding, justification may be given under General Appraisal (Part III)



11/6/24  
31/12/24  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



# AL-AZHAR DENTAL COLLEGE

Perumpillichira P. O., Thodupuzha  
Idukki Dist., Kerala- 685 605  
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**B: - PRINCIPAL: -**

POOR	SATISFACTORY	GOOD	VERY GOOD	OUT STANDING
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS IF ANY: - \_\_\_\_\_  
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NAME	DESIGNATION	SIGNATURE
<input type="text"/>	<input type="text"/>	<input type="text" value="11/12/24"/>




11/12/24

Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



# AL-AZHAR DENTAL COLLEGE

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 AL-AZHAR DENTAL COLLEGE  
PRINCIPAL

### PART - III

#### GENERAL APPRAISAL:-

Recommendations/Adverse Remarks, if any, for his/her improvement/development; Training needs for the employee, if felt necessary, may also be mentioned.

### PART - IV

#### OVERALL RATING: -

#### A: - HEAD OF DEPARTMENT: -

POOR	SATISFACTORY	GOOD	VERY GOOD	OUT STANDING
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS IF ANY:-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME	DESIGNATION	SIGNATURE
Dr. Vinod Kumar R B	Professor	



*11/01*  
*3/12/14*  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605

**SELF - APPRAISAL  
PART - II**

SL. NO.	FACTORS	POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING
1	WORK OUTPUT			✓		
2	QUALITY OF WORK			✓		
3	REGULARITY			✓		
4	PUNCTUALITY				✓	
5	DISCIPLINE AND OBEDIENCE					
6	BEHAVIOUR		✓			
7	CO-OPERATION			✓		
8	ATTITUDE TOWARDS WORK			✓		
9	WORK HABITS					
10	HEALTH		✓			
11	INTELLIGENCE		✓			
12	RELIABILITY			✓		
13	INITIATIVE			✓		
14	TEAM WORK/ SUBORDINATE DEVELOPMENT			✓		
15	CAPACITY FOR HOLDING A HIGHER POST/ RESPONSIBILITY		✓			
16	PERSONAL INTEGRITY			✓		



*11/6/24*  
31/12/24  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



## AL-AZHAR DENTAL COLLEGE

### PERFORMANCE APPRAISAL PART - I

ID NO: 1069 REPORT FOR THE ACADEMIC YEAR: 23-24  
NAME: DR. NISHIN. K. JOHN DESIGNATION: PROFESSOR  
PRESENT GRADE: PROFESSOR DATE OF BIRTH: 12-04-1977  
DATE OF JOINING PRESENT GRADE: 15/06/2018 DATE OF JOINING AADC: 15-06-2009  
PLACE OF POSTING (DEPARTMENT): CONSERVATIVE DENTISTRY & ENDODONTICS  
DATE OF PRESENT POSTING: 15/06/2018 SEX: M  
LENGTH OF SERVICE IN THE INSTITUTION: 15 YEARS

#### EDUCATIONAL QUALIFICATIONS:-

#### POINTS TO BE KEPT IN MIND WHILE APPRAISING

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8. Where the overall rating is poor or outstanding, justification may be given under General Appraisal (Part III)



*116/1*  
*3/12/24*  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605





# AL-AZHAR DENTAL COLLEGE

Perumpillichira P. O., Thodupuzha  
Idukki Dist., Kerala- 685 605  
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AL-AZHAR DENTAL COLLEGE  
PRINCIPAL

### PART - III

#### GENERAL APPRAISAL:-

Recommendations/Adverse Remarks, if any, for his/her improvement/development; Training needs for the employee, if felt necessary, may also be mentioned.

### PART - IV

#### OVERALL RATING: -

#### A: - HEAD OF DEPARTMENT: -

POOR	SATISFACTORY	GOOD	VERY GOOD	OUT STANDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

REMARKS IF ANY:-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME	DESIGNATION	SIGNATURE
DR. BISINDU JOTI	Prof & HOD	



*11/01*  
*31/12/24*  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605

SELF - APPRAISAL  
PART - II

SL. NO.	FACTORS	POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING
1	WORK OUTPUT				✓	
2	QUALITY OF WORK				✓	
3	REGULARITY				✓	
4	PUNCTUALITY					✓
5	DISCIPLINE AND OBEDIENCE				✓	
6	BEHAVIOUR			✓		
7	CO-OPERATION					✓
8	ATTITUDE TOWARDS WORK				✓	
9	WORK HABITS				✓	
10	HEALTH				✓	
11	INTELLIGENCE					✓
12	RELIABILITY					✓
13	INITIATIVE				✓	
14	TEAM WORK/ SUBORDINATE DEVELOPMENT					✓
15	CAPACITY FOR HOLDING A HIGHER POST/ RESPONSIBILITY					✓
16	PERSONAL INTEGRITY				✓	



16/12/24  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



## AL-AZHAR DENTAL COLLEGE

### PERFORMANCE APPRAISAL PART - I

ID NO:  REPORT FOR THE ACADEMIC YEAR:   
 NAME:  DESIGNATION:   
 PRESENT GRADE:  DATE OF BIRTH:   
 DATE OF JOINING PRESENT GRADE:  DATE OF JOINING AADC:   
 PLACE OF POSTING (DEPARTMENT):   
 DATE OF PRESENT POSTING:  SEX:   
 LENGTH OF SERVICE IN THE INSTITUTION:

#### EDUCATIONAL QUALIFICATIONS:-

BDS  
MDS (Pediatric & Preventive -  
Dentistry)

#### POINTS TO BE KEPT IN MIND WHILE APPRAISING

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*11/02*  
*3/12/24*  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



# AL-AZHAR DENTAL COLLEGE

Perumpillichira P. O., Thodupuzha  
Idukki Dist., Kerala- 685 605  
☎ +91 94977 20069 | +91 94463 91111

**B: - PRINCIPAL: -**

POOR	SATISFACTORY	GOOD	VERY GOOD	OUT STANDING
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS IF ANY: - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME	DESIGNATION	SIGNATURE
<input type="text"/>	<input type="text"/>	<input type="text" value="Handwritten Signature"/>



*Handwritten:* 11/01/24  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



# AL-AZHAR DENTAL COLLEGE

Perumpillichira P. O., Thodupuzha  
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AL-AZHAR DENTAL COLLEGE  
PRINCIPAL

### PART – III

#### GENERAL APPRAISAL:-

Recommendations/Adverse Remarks, if any, for his/her improvement/development; Training needs for the employee, if felt necessary, may also be mentioned.

### PART – IV

#### OVERALL RATING:-

#### A: - HEAD OF DEPARTMENT:-

POOR	SATISFACTORY	GOOD	VERY GOOD	OUT STANDING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

REMARKS IF ANY:-

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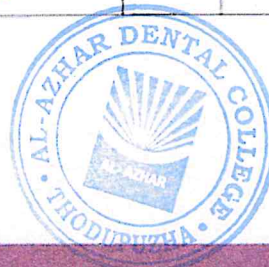
NAME	DESIGNATION	SIGNATURE
Dr. LITTO MANUJA	PROF & HOD	



*11/12/24*  
Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605

**SELF - APPRAISAL**  
**PART - II**

Sl. NO.	FACTORS	POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING
1	WORK OUTPUT		✓			
2	QUALITY OF WORK		✓			
3	REGULARITY			✓		
4	PUNCTUALITY			✓		
5	DISCIPLINE AND OBEDIENCE		✓			
6	BEHAVIOUR		✓			
7	CO-OPERATION		✓			
8	ATTITUDE TOWARDS WORK		✓			
9	WORK HABITS		✓			
10	HEALTH		✓			
11	INTELLIGENCE		✓			
12	RELIABILITY		✓			
13	INITIATIVE		✓			
14	TEAM WORK/ SUBORDINATE DEVELOPMENT		✓			
15	CAPACITY FOR HOLDING A HIGHER POST/ RESPONSIBILITY		✓			
16	PERSONAL INTEGRITY		✓			



Prof. Dr. Vinod Kumar R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605